

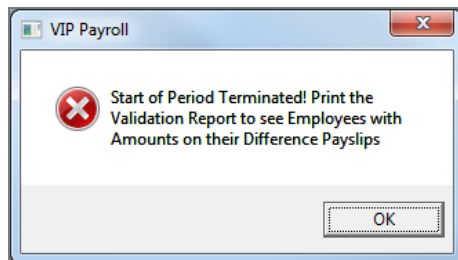
Separate Payslips

Financial Values on the Difference Payslip



The system will not allow a start of period if there are Earning, Deduction or Company Contribution differences on the Difference Payslip.

The following error message will display and should be fixed before a start of period will be allowed.



Note: The steps in this document can only be followed if the employees were not paid

In the example below – overtime was processed for an employee AFTER the payslips were printed and frozen.

Bonus | Comm/PrvFd | Normal | Correction | **Difference**
Unfreeze Reset

No	Earning	Amount
1	Package	
2	Cash	
3	Commiss	
4	A/Bonus	
5	OT 1.5	200.00
6	OT 2.0	100.00
7	LvePaid	
8	Housing	
9	CompAll	
10	Travel	
11	Petrol	
12	P/Bonus	
13	Uniform	
14	TRClaim	

No	Deduction	Amount
1	Tax	93.00
2	U.I.F.	
3	Pension	
4	Prv Fd	
5	MedAid	
6	Garnish	
7	Advance	
8	Social	
9	Add Tax	
10	Loans	
11	Bonds	
12	Savings	
13	Cell	
14	PrivTel	

Earnings: 300.00
Deductions: 93.00
Net Salary: 207.00

Close
Hours
Co. Contr.

Click on the Normal Payslip tab and select the option to unfreeze.



Once this is done you will find that the overtime is still stuck on the difference payslip.

There are two ways to move the overtime from the Difference Payslip to the Normal Payslip.

- 1.) Open the normal payslip screen and manually enter the overtime amounts on this payslip on the exact same lines with the exact same values. See below:

The screenshot shows the 'Normal' tab selected in the top navigation bar. The interface includes 'Unfreeze' and 'Reset' buttons in the top right. Below the navigation bar are two tables: 'Earnings' and 'Deductions'.

No	Earning	Amount
1	Package	
2	Cash	20290.00
3	Commiss	
4	A/Bonus	
5	OT 1.5	200.00
6	OT 2.0	100.00
7	LvePaid	
8	Housing	2000.00
9	CompAll	250.00
10	Travel	3500.00
11	Petrol	
12	P/Bonus	
13	Uniform	
14	TRClaim	

No	Deduction	Amount
1	Tax	4136.97
2	U.I.F.	148.72
3	Pension	540.80
4	Prv Fd	
5	MedAid	350.00
6	Garnish	
7	Advance	
8	Social	
9	Add Tax	
10	Loans	
11	Bonds	
12	Savings	
13	Cell	
14	PrivTel	

Earnings: 27340.65 Deductions: 5176.65 Net Salary: 22164.00

At the bottom are buttons for 'Close', 'Hours', and 'Co. Contr.'.

- 2.) Open the normal payslip screen and just select the reset button. This action will force the totals to move to the desired payslip automatically.



The same principles can be used to move company contributions from the Difference Payslip. To see the company contributions stuck on the Difference Payslip – open the Company contribution Button.



The Difference Payslip should now be cleared, and you can now reprint the payslips and continue to pay all the employees – after you confirmed that there are no other differences on the Difference Payslip by printing the Separate Payslips validation Report (Real No 722).